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MINUTES OF STAFF MEETING ADMINISTRATIVE STAFF CHIEFS

3 February 1955

1. Colonel White opened the meeting with a brief discussion of the implications of the impending merger of the Office of the Chief of Administration, DD/P, with the Deputy Director (Administration) organization. He mentioned that he had appeared at Mr. Wiener's regular staff meeting to talk about the move and to allay any possible misgivings on the part of individuals who may have thought that the merger was not fully coordinated with the Deputy Director (Plans). Colonel White stressed again that the only offices involved were his own and Colonel [REDACTED] and that this move was not an attempt to destroy the integrity of any area division staffs. This information he asked his supervisors to pass on within their various areas of responsibility.

2. Colonel White spoke of the Director's continuing interest in "increasing our efficiency while reducing our numbers," and Colonel White reported that the DCI had only recently restated this interest in holding the line on our on-duty strength.

3. Colonel White asked his people to pass on word in their offices and staffs regarding his interest in seeing that wider use be made of the Agency shuttle bus service in preference to the current practice of requesting official cars to give service over routes normally served by the shuttles.

4. Colonel White discussed the matter of nominations from within the DD/A organization to important external training courses, such as the National War College and the Harvard University Advanced Management Program. He said that rather than have many applications for programs like these going to the Office of Training from the DD/A organization, he wanted to follow the practice of having initial nominations made to his office, after which he would select a single best-qualified candidate to be the DD/A nominee for a program of this sort.

5. Colonel White announced that the Steering Committee on the new Agency building is to meet next Monday, 7 February, following the Director's AD's Meeting. Principal barrier to the Virginia site is the question of improvements to the George Washington Parkway and the apparent reluctance of the Department of the Interior to sponsor any major repairs thereto. He noted that the Zeckendorf Committee has officially suggested the Southwest Washington area, currently the site of major redevelopment efforts, as the site for our new building. It was his feeling that the question of the George Washington Parkway might eventually determine where the building will be constructed, assuming Congressional approval of the project.

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6. Colonel White commented on the matter of Weekly Activity Reports, those submitted to his office by each office and staff in DD/A, and said that he was asking [REDACTED] and the Management Staff to look at the problem, with a view toward making concrete recommendations regarding the advisability of continuing such reports, in view of the man-hours expended in their production. Colonel White also asked his people to look at this matter in their own offices.

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7. Colonel White said that the Director, the Inspector General, the Deputy Director (Plans) and himself met last Saturday to discuss the general topic of Agency Regulations and the volume of reports stemming therefrom that are currently being required from the field. Mr. Wisner still feels that too many reports are called for, but Colonel White does not feel that there are too many reports arising from Regulations originating as a function of the responsibilities of the Deputy Director (Administration). However, Colonel White asked his people to examine the amount and kind of field reports required as a result of Regulations particular to their areas of responsibility, and to give him an informal status report thereon. [REDACTED] then mentioned that he has a study on this matter in the works, due in about two weeks, which he felt would be helpful and would tend to support Colonel White's opinion about field reports stemming from DD/A actions. Colonel White then added that although it might appear at times that we do have too many Regulations, no one is expected to know everything in each of the issuances, that their use was dictated on the basis of the problem being dealt with. [REDACTED] mentioned that his staff and that of [REDACTED] were jointly producing a cross-referenced index to all Regulations that would prove useful. Colonel White also asked his people to review their Regulation needs and to make sure that justification for projected Regulations really existed in every instance.

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8. Mr. Reynolds spoke briefly on the status of the Fitness Report, and invited the cooperation of all present in completing the questionnaire that was sent out with the first 1500 Fitness Reports. He noted that there was room for improvement, and that out of the constructive criticisms of persons using them, a better form would be developed. Colonel White agreed, adding that the CIA Career Council had viewed the present Fitness Report as an experiment, and that they intended to review and change it as needed. Colonel White then suggested that it might be wise to ask the Career Council for an immediate review of this problem, in view of the general criticism the present form was receiving.

9. Mr. Saunders said that his offices had been swamped lately by a flood of requests for approval of overtime on a retroactive basis, and that some of these requests were as much as a year old. Colonel White said that this did not seem proper and further, that he was opposed in principle to any overtime for overseas TDY travelers. Mr. Saunders said that the retroactive overtime problem in the field stemmed first from a special project, after which numerous other similar requests came in.

10. Mr. Saunders commented on the proper flow of papers in support of projects for PRC approval when such papers originate in the DD/A organization. He said that the flow is for project outlines with ample copies, to proceed to Colonel White, thence to the Project Review Committee. In this context, Colonel White said that the same procedure was to be followed even when the project calls for an expenditure of \$25,000 or less, for in this instance, he signs off for the Project Review Committee.

11. Colonel White said that he had talked to Mr. Wisner and the DCI regarding senior DD/A people taking certain of the Clandestine Services training courses on a continuing basis, and that there appeared to be no problem in making necessary arrangements. Colonel White said that [REDACTED] of his staff would be in touch with office heads and staff chiefs regarding nominations for such training.

12. Mr. Pforzheimer distributed a summary of bills before the 84th Congress in which the Agency presumably has an interest; the status of each bill is shown as it progresses through the legislative mechanism. Mr. Pforzheimer invited comments on the merits of such a periodic summary, to be published as the need exists.

13. Mr. Garrison said that the Logistics Office has spent in six months 66-2/3 per cent of the funds allotted for payment of overtime. He then asked Mr. Saunders about the likelihood of obtaining additional funds to cover his activities until the end of the fiscal year. Mr. Saunders indicated that he would entertain a revised estimate of overtime needs from Mr. Garrison.